



## PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

# SENIOR SPECIAL INVESTIGATOR

Departmental Promotional for:  
**California Department of Social Services**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. IN PUBLIC SERVANTS.

POSITIONS EXIST	Statewide
WHO SHOULD APPLY	<b>Competition limited to State Employees only.</b> Applicants must have a permanent civil service appointment with the Department listed above as of the final filing date, in order to take this examination. <b>(See General Information for exceptions to this requirement.)</b>
HOW TO APPLY	Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814 or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. Please indicate the examination title on your application. Applications received without an exam title will not be accepted and the application will be returned to the sender. <b>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</b>
APPLICATION DEADLINE	<b>FINAL FILING DATE: DECEMBER 13, 2005</b> Applications (STD 678) must be <b>P O S T M A R K E D</b> no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will <b>not</b> be accepted for any reason.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	<b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during <b>January/February 2006</b> . Interviews will be held in Los Angeles, Oakland, Sacramento, and San Diego. However, locations of interviews may be changed as conditions warrant.
SALARY RANGE	\$4350 - \$5249 per month
ELIGIBLE LIST INFORMATION	A departmental promotional list will be established for the Department listed above. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<b>NOTE:</b> It is your responsibility to make sure you meet the minimum qualifications requirement for this examination by the final file date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

S E E R E V E R S E S I D E F O R A D D I T I O N A L I N F O R M A T I O N

SENIOR SPECIAL INVESTIGATOR  
VI90 - 8550

FINAL FILING DATE: DECEMBER 13, 2005  
EXAM CODE: 5BP39

**REQUIREMENTS  
FOR  
ADMITTANCE  
TO THE  
EXAMINATION  
(continued)**

Some positions are classified as peace officers. The following peace officer standards would apply:

**CITIZENSHIP REQUIREMENT**

Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for this examination. The one-year requirement does not apply to permanent resident aliens who have applied for peace officer classes prior to their 19th birthday.

**FELONY DISQUALIFICATION**

You are disqualified from being employed as a peace officer under Government Code 1029 if (1) you have been convicted of a felony in this State or any other state; (2) you have been convicted of any offense in any other state which should have been a felony if committed in this State; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been found not guilty by reason of insanity of any felony; (5) you have been determined to be a mentally disordered sex offender; or (6) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State Institution.

Use of "hard" drugs (e.g., heroin, cocaine or hallucinogenic) at any time as an adult constitutes disqualification from peace officer examinations.

**APPLICATION FOR EXAMINATION INFORMATION**

In completing Item 9.B of the Application for Examination, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" If:

- (1) The record of such an incident has been sealed in accordance with Penal Code Section 851.7, 851.8, 1000.5, 1203.45; **or**
- (2) The record of such an incident has been expunged or expungeable pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; **or**
- (3) The conviction was under Health and Safety Code Section 11557 of its successor 11366 when that conviction was stipulated or designated to be a lesser included offense of the offense of possession of marijuana.

However, you must list the conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code 1179 or 1772) or a pardon (per Section 4852.16 of the Penal Code).

**BACKGROUND INVESTIGATION INFORMATION**

If you are successful in this examination, you will be required to complete a background investigation form on which you must disclose (with the exception of the three items listed above) information on **arrests** regardless of conviction, felony **and** nonfelony convictions, and driving violations. The hiring agency uses the information obtained on this document to conduct a background investigation to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Standard Application Form, 100-678 which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing item 9.B on the Standard Application for Examination.

**(CONTINUED ON NEXT PAGE)**

**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**EITHER I**

One year of experience performing the duties of a Special Investigator I, Range B, in the California state service.

**OR II**

Experience: Two years of experience in investigation work, at least one year of which involved complete responsibility for difficult and unusual cases.

**and**

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**SPECIAL  
PERSONAL  
CHARACTERISTICS**

Willingness to work odd and irregular hours and overtime in various locations throughout the State; emotional stability; tact; keenness of observation; good memory for names, faces, and incidents; ability to qualify for a fiduciary bond.

**POSITION  
INFORMATION**

A Senior Special Investigator, under direction, either (1) to lead or review the work of a small staff of Special Investigators I in the performance of field investigations; to detect or verify suspected violations of laws, rules or regulations; to make difficult investigations; or (2) in an assigned major area, to have independent responsibility for an entire investigation program; or (3) to conduct the most difficult and complex investigations; or (4) in an investigatory or law enforcement program, to perform program or policy development and interpretation duties which specifically require investigatory or law enforcement expertise; and to do other related work.

**EDUCATION AND  
EXPERIENCE**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**VETERANS  
PREFERENCE**

Veterans preference credit is not granted in promotional examinations.

**EXAMINATION  
INFORMATION**

This examination will consist of a qualifications appraisal interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%**

**(CONTINUED ON THE REVERSE SIDE)**

**EXAMINATION  
INFORMATION  
(Continued)****Scope:****A. Knowledge of:**

1. Investigation techniques and procedures.
2. Rules of evidence and court procedures.
3. Techniques of identifying, preserving and presenting evidence.
4. Sources of information used in locating persons.
5. Laws of arrest, search and seizure, service of legal process, and the legal rights of citizens.
6. Interviewing techniques.
7. Duties of Federal, State, and local law enforcement agencies.
8. Provisions of the laws, rules, or regulations enforced or administered.
9. Principles or techniques of personnel management and supervision.

**B. Skill in:**

1. Performing investigatory work.
2. Planning.
3. Organizing and directing investigations.

**C. Ability to:**

1. Interpret and apply to specific cases the provisions of the laws, rules, or regulations enforced or administered.
2. Review and evaluate the work of others and give guidance and counsel in work methods and procedures.
3. Prepare correspondence and reports.
4. Communicate effectively.
5. Establish and maintain cooperative relations with Federal, State, and local law enforcement agencies.
6. Analyze situations accurately, think and act quickly in emergencies, and adopt an effective course of action.

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**GENERAL INFORMATION**

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**It is the candidate's responsibility** to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**(CONTINUED ON THE NEXT PAGE)**

## GENERAL INFORMATION (CONTINUED)

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Criminal Record Clearance Information:** Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veterans Preference:** California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: five (5) points for veterans; and ten (10) points for disabled veterans. Directions for applying for Veterans preference points are on the Veterans Preference Application form (1090) which is available from State Personnel Board Office, written test proctors, and the Department of Veterans Affairs, P.O. Box 94289, Sacramento, CA 94295-0001.

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CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
744 P STREET  
SACRAMENTO, CA 95814

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929  
1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457; CALNET 453-5457  
TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.